

Program Coordinator

Colorado Department of Higher Education
Colorado Opportunity Scholarship Initiative

POSTING DATE: 6/29/2021

CLOSING DATE: 7/20/2021

COMPENSATION: \$42,000-\$52,000 annually

Funding for this position is tied to the implementation of the Finish What you Started Grant (HB21-1330). Funding is anticipated to be available through FY 2025.

DESCRIPTION OF JOB:

The Program Coordinator is responsible for coordinating, developing, and implementing research, outreach, and technical assistance under the Colorado Department of Higher Education and Colorado Opportunity Scholarship Initiative (COSI) guidelines, policies, and mission. The Program Coordinator is responsible for managing multiple projects and revolving timelines under the guidance of the Colorado Opportunity Scholarship Initiative Director. The Coordinator will serve as the lead in developing and managing reporting, evaluations, and reporting portal.

Essential Duties & Responsibilities

The Program Coordinator responsibilities include, but are not limited to:

Network Coordination

- Act as liaison between COSI and grantees and their teams
- Provide direct management and ongoing support to the grantees, including outreach, program design, implementation, evaluation, and professional development
- Manage multiple programs' student success through ensuring that all grantees are providing proactive, comprehensive, and high-quality support to students
- Support the team in coordinating and executing grantee symposiums, regional grantee meetings, site visits, webinars and online meetings, social media, website, and communications.
- Lead the development and management of annual reporting, reporting portal, and annual evaluations. Developing resources and materials, such as data tracking and evaluation tools, needs assessments, reporting policy and reporting templates, and providing training and professional development for grantees and staff
- Implement strategies to positively impact key metrics, i.e., graduation rates, student engagement, enrollment, retention, and completion goals

- Build awareness and engage with communities, non-profits, counties, and institutions of higher education of community partner program and scholarship matching opportunities from the Colorado Opportunity Scholarship Initiative
- Identify opportunities for improvement and growth within the program
- Provide grantees with fundraising support such as informing of upcoming grant opportunities, connecting with foundations in the area, and possible partnerships

Program Support

- Act as a collaborator and active team member, contributing to various projects as necessary throughout the year
- Assist the Director with the request for proposal and review process for scholarship matching funds from communities, institutions of higher education and workforce programs, and community partner program grants
- Guide, interpret, and synthesize data and annual reports to drive organizational change and overall program improvement
- Coordinate with other divisions of the Colorado Department of Higher Education, including Student Success and Academic Affairs, to ensure stakeholders are aware of all policy, legislative, and other updates that impact students in a timely fashion
- Think creatively and work collaboratively with the Director to launch and drive new initiatives from inception to implementation
- Represent COSI at conferences and events as appropriate

Knowledge, Skills and Abilities

REQUIRED QUALIFICATIONS:

Education

- Bachelor's degree in research, policy, education, or related field required

Skills & Experience

- One to three years' professional work experience in higher education or workforce, grant management, reporting, and evaluation, or related field required
- Knowledge of incorporating an equity lens in grant-making decisions and considering diversity, equity, and inclusion with respect to race/ethnicity, income, geography, and more
- Experience managing multiple-organization grant portfolios
- Knowledge of how to distill and present dense information to various audiences
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail-oriented

- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

WORKING CONDITIONS

- Works in a typical office environment. It does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Some travel is required. The department is currently working from home and is expected to resume working in an office environment in fall 2021.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin,

marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.